

## PREPARATION OF FINGERPRINT CARDS

### A2-1. Type of Fingerprint Card Required:

a. Prepare FD Form 258, FBI Applicant Fingerprint Card, when a request is submitted for a personnel security investigation or when an applicant is considered for appointment as a commissioned officer.

b. Prepare Standard Form 87, US Civil Service Commission Fingerprint Chart, when a civilian applicant applies for Federal employment.

c. Prepare DD Form 2280, Armed Forces Fingerprint Card, when an individual initial enlists in the Air Force.

### A2-2. Explanation of Terms:

a. **Fingerprint.** An inked impression of the ridges of the finger from the first joint to the tip.

b. **Rolled Impressions.** An impression made by placing a person's inked finger (the entire first joint) on the fingerprint card and rolling it sideways from nail edge to nail edge.

c. **Plain Impressions.** Impressions made by pressing inked fingers simultaneously on the fingerprint card.

### A2-3. Equipment and Supplies Required:

a. **Work Surface.** A table or counter about 40 inches high. The top should be free of obstructions to permit the person taking the prints to stand close to it. The surface on which the prints are taken should be high enough to allow the forearm of the person being printed to be extended comfortably.

b. **Fingerprint Ink.** If fingerprint ink is not available, black printer's ink may be used. Do not use ordinary ink because it produces unsatisfactory results.

c. **Ink Plate.** An inking plate made of smooth metal or plate glass about one-quarter of an inch thick, 6 inches wide, and 12 inches long.

d. **A Card Holder.** Fasten the holder at the table edge to the left of the inking plate.

e. **Ink Roller.** A small roller for distributing ink on the inking plate.

f. **Cleaning Material.** Wipe the fingertips of a person being printed with a gauze pad, cotton ball, or paper towel to remove dirt or other foreign matter. If cleaning agents are required, rinse and dry hands before prints are taken.

NOTE: Fingerprint ink and a small fingerprint identification kit are listed as standard items in

the General Services Administration (GSA) Stock Catalog and may be procured through supply channels.

### A2-4. Preparing the Fingerprint Card:

a. Complete the identifying data portion of the card before taking prints. Print or type all entries legibly. Printed entries and signatures must be made with black or blue-black permanent ink. Initials of the first line supervisor or person doing the quality control check on the fingerprints must appear in the block with the signature of the person taking the fingerprints.

b. Preparation instructions on fingerprint cards are self-explanatory, except for these entries:

(1) Entries on the FD Form 258, dated 25 April 1972 or later printed in blue ink:

(a) Contributor and address (if no preprinted entry in "ORI" block):

National Agency Check Center  
Defense Investigative Service  
P. O. Box 1083

Baltimore Maryland 21203-1083

(b) "Residence of person fingerprinted." Enter local home address.

(c) "Employer and address." Enter full unit of assignment address of the person taking the fingerprints.

(d) "Reason Fingerprinted." Enter "USAF security clearance."

(e) "Aliases." Entry must coincide with entries on other forms included in the package.

(f) "Hgt." Height in inches.

(g) "Your No.," "FBI No.," "Armed Forces No.," "Miscellaneous No." are to be left blank unless known.

(2) Entries on the DD Form 2280:

(a) Complete as above.

(b) Ensure that service or social security number is shown on the form.

(3) Entries on the Standard Form 87: (type all information)

(a) Residence Address. Enter local address.

(b) Department, Bureau, and Duty Station. Enter "USAF," the major command, and the name and location of the installation at which the person is employed or to be employed.

(c) Title and address. Enter the title and office address of the person taking the fingerprints.

(d) Include all former names using parentheses to show other than portions of a current name.

#### **A2-5. Recording Fingerprint Impressions:**

**a. Positioning Fingerprint Card.** Place the card in the card holder in such a manner that it will be out of the way of the knuckles when rolled impressions are taken.

**b. Proper Inking.** Place a small amount of ink on the inking plate and thoroughly roll until a very thin, even film covers the surface. The operator can determine the amount of ink required to produce the best results by conducting a few preliminary tests. Inkless pads are authorized.

**c. Proper Positioning.** Position the person being printed in such a manner as to permit the operator to freely manipulate his or her fingers.

**d. Rolled Impressions.** Rolled impressions must be taken carefully to ensure that an accurate fingerprint classification can be obtained. The operator grasps the finger to be printed with the thumb and forefinger. Use the other hand to steady the subject's hand and help to keep the fingers that are not being printed clear of the ink plate and card holder. Place the side of the thumb on the ink plate so that it can be rolled toward the center of the subject's body in the inking process. Roll the thumb from nail edge to nail edge. Repeat the exact process for the remaining fingers in the proper blocks of the fingerprint card. Rolled impressions of fingers away from the center of the body. Rolled impressions are taken in the order shown on the fingerprint card.

**e. Plain Impressions.** Grasp the hand of the person being printed in such a manner as to hold the four fingers firmly together. Press the fingers against the inking plate, lift, and then transfer to the proper block on the card. Print the bulb of the thumb in the same manner. Do not roll plain impressions.

#### **A2-6. General Instructions:**

**a. Keeping Roller and Ink Plate Clean.** The roller and ink plate must be kept clean and free from dust, grit, hair, or other foreign substance. Close the ink tube when not in use. Clean the ink from the plate and roller at the end of the day. When the roller is not in daily use, rub it with sweet oil or lubricating oil before storing.

**b. Clarity of Prints.** Accurate classification demands that focal points and clarity of ridge details be included. Fully rolled, clear impressions allow for accurate pattern differentiation,

ridge counting, whorl tracing, and interpretation of whorl types. Examine such newly completed fingerprint form to determine if it can be fully classified, bearing in mind that:

(1) Loop patterns cannot be classified unless the center of the loop, the delta, and ridges between them are clear.

(2) Whorl patterns cannot be classified unless deltas and ridges connecting them are clear.

(3) Arch patterns can be classified as such only if a sufficiently clear impression is obtained to permit identification of the pattern as belonging to the arch category. An arch pattern is one in which ridges enter one side, rise in the center, and flow out the opposite side; there are no deltas in an arch.

**c. Reaccomplishing Poor Prints.** When examination of the fingerprint card indicates that clear impressions were not obtained, retake the prints. In some cases it may be necessary to apply a softening agent (oil or cream), wash the fingers, apply a drying agent (alcohol), wipe the fingers, and immediately take the prints. When the individual has recently engaged in bricklaying, plastering, dishwashing, or other activities that may have affected the skin, it may be necessary to delay fingerprinting for a few days.

**A2-7. Special Instructions.** To obtain an accurate classification, the reason for missing fingers must be clearly explained on the fingerprint card.

**a.** If an individual's fingers have been amputated, enter "amputated" in each applicable individual fingerprint block.

**b.** If just a portion of the first joint of a finger is amputated, the remaining portion of the first joint must be printed. Add the notation "tip amputated" must be above the applicable fingerprint block.

**c.** If an individual was born without certain fingers, enter "missing at birth" in the applicable fingerprint block.

#### **A2-8. Rejected Fingerprint Cards:**

**a.** The principal reason for the FBI's rejection of fingerprint cards is a lack of sufficient detail to completely and properly classify fingerprint impressions. The reason for rejection is usually indicated by a code number stamped on the reverse of the card. The code numbers and their meanings are:

(1) 1—Ink was unevenly distributed.

(2) 2—Fingers not fully inked or rolled.

(3) 3—Too much ink.

(4) 4—Insufficient ink.

(5) 5—Some impressions smudged, possibly fingers slipped while being rolled, or fingers not clean and dry.

(6) 6—Ridge characteristics not distinct, possibly due to the nature of the person's employment or some other cause. Legible prints may be obtained after a few days.

(7) 7—Hands have been reversed.

(8) 8—One or more fingers have been printed twice.

(9) 9—One or more impressions missing or partially missing. Indicate if there is an amputation. If there are no amputations, obtain fingerprints. For bent or paralyzed fingers, use a spoon or similar instrument and print fingers individually.

(10) 10—Fingerprints not in sequence in spaces indicated.

(11) 11—Prints not black on standard white fingerprint card stock.

(12) 12—Improper ink used.

b. Fingerprint cards are also rejected because of the lack of complete identifying information, such as name, sex, height, weight, and notations concerning missing fingers.

c. Rejected fingerprint cards must be redone when directed by AFSCO.

d. When transmitting reaccomplished fingerprints to OPM, with any SF Forms 85 and 171 returned, also return the OPM transmittal forms received. Ensure the new SF 87 clearly states that this is the second (or third) set of prints accomplished for this investigation in the upper left corner. Keep an indication of any resubmission of prints a part of the suspense file for the request.

e. Read transmittal form letters received from OPM used to return forms to the requesters of NACI. Know what action is required by them. Act on requests for new fingerprints quickly before OPM stops action on a case by returning the SF 171 and SF 85 to the requesting base. Return of these two forms to the base is transmitted by an OPM form letter (OPI Form 50A). This indicates the case has stopped because the requester did not return the new fingerprint cards quickly enough. When an OPM transmittal letter states it is optional to send new fingerprint cards, none are to be resubmitted.

f. OPM Form 45, (untitled), indicating fingerprints are unclassifiable means OPM has reviewed the prints, before submission to FBI, and need new prints. The only time OPM rejects fingerprints is when irregularities are obvious. In these circumstances the NACI is not started until new prints are received. OPM's rejection of prints indicates a lack of print card quality control at the requesting base.

g. If the type of work, physical characteristics, or other circumstances make it nearly impossible to obtain clear prints, indicate this fact and the reasons (if known) for failure to obtain legible prints on a separate sheet of paper, and attach it to the card. Examples of occupations which impact the quality of fingerprints are: (1) nurses, (2) construction workers (bricklayers), (3) photographers who develop their pictures, etc. Make it clear to the receiver that the "the best available prints" are attached. Put the stamped case number, from the rejected card, on the new fingerprint card in the same block.